



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
phone: (517) 373-7171 fax: (517) 373-7615 Web site: courts.mi.gov/mji

December 10, 2002

TO: Chief, Pro Tem, and Presiding Judges and Court Managers

FROM: Dawn F. McCarty

RE: 2003 MJI Chief Judge & Court Manager Educational Programs

Enclosed with this memo, please find a MJI program announcement for our first 2003 Chief Judges and Court Managers Seminar, *Leadership in the Complex Environment of the Court: The Challenges & the Opportunities*

In addition to this program, please be aware that MJI has 2 other seminars scheduled at the Hall of Justice during 2003 for the Chief Judge and Court Manager. These seminars are scheduled on 3 different dates for the chief judge and court manager:

- *Budget & Fiscal Management for Courts in Today's Economic Environment* Seminar (a 2-day program for chief judges and court managers that will be held on 2 different dates: March 28 & April 24, 2003)
- *Caseflow Management* Seminar (a half-day seminar for chief judges and court managers, June 12, 2003)

Program Announcements for each seminar, with registration information, will be mailed to your court. However, for purposes of planning, please be aware that these programs have limited capacity. If any of the above topics interest you, you should plan your schedule accordingly and mail your seminar registration form back to us as soon as possible!

If you have any questions, please do not hesitate to call me: 517/373-7509. Otherwise, I hope your holidays are pleasant and I look forward to seeing you in 2003.

enclosure(s)



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PROGRAM ANNOUNCEMENT

December 10, 2002

Leadership in the Complex Environment of the Court: The Challenges & the Opportunities

**February 4, 2003
Michigan Hall of Justice
Lansing, Michigan**

Program Description

The Michigan Judicial Institute is pleased to offer a seminar for court leaders including judges serving as Chief, Pro Tem, or Presiding Judge; and Court/Division Administrators, Friends of the Court, or other court staff serving in a court manager role. Participants in this program may attend as individuals or teams. Seminar participants are encouraged to attend both half-day sessions, although registrations for either half-day session will be accepted.

Today's courts face difficult times that are not the result of any action or inaction by a court. One of the challenges faced by chief judges and court managers is modeling a leadership style that emphasizes cooperation and collaboration both inside and outside the court. As the structure of our court system continues to undergo change, it becomes even more important for the chief judge and administrator to instill in court staff a sense of empowerment and ownership in the court. Of equal importance, in this challenging economic environment, is the need to maintain productive relationships with external organizations such as the bar, the funding unit and other government agencies. This seminar has been specially designed by MJI to better prepare chief judges and administrators to lead and manage courts through challenges resulting from internal and external relationships; proposed statutory changes to the trial court structure; and dwindling resources.

This one-day program will offer two half-day sessions: Leading a Successful Change Effort in the Court & The Human Resources & Labor Relations Implications of Managing Change. Seminar participants are encouraged to attend both half-day sessions, but may elect to attend one half-day session.

The *Leading a Successful Change Effort in the Court* session, with Dr. R. Dale Lefever, will include the following topics:

- The Chief Judge and Court Administrator as a Management Team
- Defining and Confirming the Need for a Proposed Change
- Managing Resistance to the Recommended Change
- Clarifying the Relative Advantage of the Change
- Integrating the Proposed Change into the Current System

The *Human Resources & Labor Relations Implications of Managing Change* session, with Professor Theodore H. Curry, II, will include the following topics:

- The Impact of Organizational Change on Collective Bargaining Agreements, Personnel Policies, and Job Descriptions
- The Roles & Rights of Union Leaders
- How, When, and Why the Funding Unit Must be Involved
- What about the Management Rights Clause and Past Practices?
- Proactive Strategies Taken Today in Anticipation of Future Changes

Faculty

Dr. R. Dale Lefever, Assistant Chair for Planning & Development in the Department of Family Medicine, University of Michigan Medical School. Dr. Lefever also serves as a consultant for the justice system personnel in the areas of leadership, court governance, team building, and strategic planning.

Mr. Theodore H. Curry, II, Director of the graduate School of Labor & Industrial Relations of Michigan State University, the largest graduate program in human resources and labor relations in the country. In addition to his administrative duties, Professor Curry regularly serves as a seminar leader and consultant for trial and appellate courts on human resource and labor relations topics.

Eligible Participants

This seminar is designed for court leaders including judges serving as Chief, Pro Tem, or Presiding Judge; and Court/Division Administrators, Friends of the Court, or other court staff serving in a court manager role. Participants in this program may attend as individuals or teams. Seminar participants are encouraged to attend both half-day sessions, although registrations for either half-day session will be accepted.

Program Schedule

Morning Seminar

8:30 a.m. - 9:00 a.m.	Registration
9:00 a.m. - 11:55 a.m.	Session I: Leading a Successful Change Effort in the Court
11:55 a.m. - noon	Program Evaluation & Adjournment
Noon - 1:00 p.m.	Lunch on Your Own

Afternoon Seminar

1:00 p.m. - 1:30 p.m.	Registration
1:30 p.m. - 3:55 p.m.	Session II: The Human Resources & Labor Relations Implications of Managing Change
3:55 p.m. - 4:00 p.m.	Program Evaluation & Adjournment

Meals

A complimentary refreshment break (coffee, tea, ice water) will be provided for all seminar participants during the course of the seminar. Due to budget constraints, lunch will NOT be provided. In addition, all other incidental expenses including snack, parking, mileage, phone calls, etc. are the responsibility of each individual or his/her governmental unit.

The Hall of Justice Conference Center is a facility that accommodates persons with disabilities. If you require special accommodations, please indicate your needs on the application form.

Pre-Registration Procedure

Please complete the attached registration form and fax 517/373-7615 back to MJJI no later than **Friday, January 10, 2003**. Seminar applicants will be accepted to the program on a first come, first served basis. Participants accepted to this program will receive a confirmation letter.

Questions

If you have any questions regarding the seminar, please contact Tricia Shaver, 517/373-7452, or Dawn McCarty, 517/373-7509.

Please fax your completed registration form to:
Tricia Shaver
Program Assistant
Michigan Judicial Institute
(517)373-7615

REGISTRATION FORM

Leadership in the Complex Environment of the Court: The Challenges & the Opportunities Seminars

February 4, 2003
Michigan Hall of Justice
Lansing, Michigan

Name:

Title:

Court Name/Number:

Court Address:

Telephone:

E-Mail:

Please ✓ session(s) you would like to attend.

9:00 a.m. - 12:00 noon		1:30 p.m. - 4:00 p.m.	
<input type="checkbox"/>	Session I: Leading a Successful Change Effort in the Court	<input type="checkbox"/>	Session II: The Human Resources & Labor Relations Implications of Managing Change

Our programs are offered at facilities that accommodate persons with disabilities. Therefore, if you require special accommodations, please indicate your needs below.

Applicant signature

Date

Chief Judge or Supervisor signature

Date

Please FAX completed and SIGNED Registration Form

by Friday, January 10, 2003, to:

Tricia Shaver, Program Assistant

Michigan Judicial Institute

Fax: (517) 373-7615